DOCUMENT RESUME

ED 366 335 IR 054 729

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TITLE Crossing the Internet Threshold: An Instructional Handbook.
REPORT NO ISBN-1-882208-01-3
PUB DATE 93
NOTE 132p.
AVAILABLE FROM Library Solutions Press, 1100 Industrial Road, Suite 9, San Carols, CA 94070 ($45).
PUB TYPE Books (010) -- Guides - General (050)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS *Computer Networks; Electronic Mail; Glossaries; *Information Networks; Instructional Materials; Online Searching; Training; Visual Aids
IDENTIFIERS File Transfer Protocol; *Internet

ABSTRACT

This handbook is addressed to people who have access to the Internet and want to learn how to use it and to people who want to teach Internet skills to others. It includes the content of a 14-hour training institute and beginning and advanced level exercises, as well as discussion topics, sample overheads and other materials, and a checklist of reminders for trainers. Introductory materials provide a conceptual framework oriented to users. The easiest methods for using the Internet are explained clearly and concisely and will work, in most cases, for everyone who can log on to an Internet-connected computer. Chapters are designed to stand alone so that users can choose which of the resources they wish to pursue. Topics covered are: (1) information needed by beginners, including a glossary, instructions on getting connected, Internet service providers, and a bibliography; (2) electronic mail, including listservs and electronic journals; (3) Internet remote login (Telnet) and Internet file transfer protocol (FTP); and (4) fact sheets on other resources, such as Archie, Gopher, Hytelnet, Usenet News, and Wide Area Information Servers (WAIS). Three graphics showing the extent and organization of the network are appended. (KRN)

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